

THE CHESAPEAKE AND POTOMAC TELEPHONE COMPANIES

Gentlemen:

We have received a request for residence telephone service from one of your employees whose name and address appear on page two.

We do not have sufficient facilities to meet the requirements of all customers. As a result a number of people must wait their turn until facilities can be installed or become available through disconnections by other users.

We cannot, of course, furnish the telephone service requested ahead of others who may be waiting, unless it qualifies for preferential treatment under the order of preference which has been established.

This order of preference has been discussed with your employee who feels that residence telephone service should be provided to insure the uninterrupted operation of your business, since it is necessary that calls be received after normal working hours to perform regular business duties.

We shall be glad to consider this application for preferential treatment, however we shall need information answering each of the questions on pages 2 and 3 of this folder. Your co-operation in providing complete information will be appreciated. The facts presented should be certified by an officer of your organization.

If this folder is not returned, we shall assume that the facts in this case do not justify preferential treatment. In case you have any questions concerning this matter, please do not hesitate to call the Business Office.

We appreciate your co-operation in assisting us to carry out fairly and impartially the allocation of available telephone facilities.

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CERTIFICATE OF NECESSITY FOR RESIDENCE TELEPHONE SERVICE

Name of Applicant

Address where
service is desired

25X1A9A

1. Nature of your business and activities which it performs within the categories mentioned on page 4.

1. Governmental

(a) Official Army, Navy, Marine Corps and Coast Guard and Veterans Administration.

2. Position of applicant and description of specific duties which he performs; including regularly assigned out-of-hours responsibilities; and whether or not applicant is required to leave word where he can be reached when away from home.

Accounting Clerk.

Responsible for processing various phases of accounting work in the Fiscal Division and in addition formulate plans and advise employees of new procedure to improve rapid audit work. Responsible for handling of personnel documents and effecting payments to employees, issuing necessary instruction relative to payments, etc.

3. Reasons why residence telephone service for the above employee is essential for the proper discharge of his duties in your organization. (Nature of essential calls to and from employee's residence and what immediate action must be taken by employee in connection with such calls.)

Applicant is custodian of safes located in office which necessitates telephone service in the event the safes are to be opened after hours or in the event they are left opened at the close of business. If either of the above should occur, the responsible employee would have to come to the office during other than office hours. In the event the employee is absent and any question should arise concerning the work it is advisable that facilities be available to contact said employee for clarification and assistance in expediting the work and permitting dead lines to be met.

4. What means of communicating with the applicant have been used previously? Why cannot telegraph or messenger service be used?

Applicant has recently been assigned additional responsibilities, not previously assumed, which makes it necessary, at times, to communicate with the individual when away from the office.

Telegraph and Messenger service can not be used due to the security aspect of the work being performed except for the purpose of furnishing notification of a meeting place and in this connection telegraph or messenger service would not be rapid enough to obtain satisfaction.

5. What effect would an extended delay in providing the residence service requested have on the activities of your business?

If any situation should arise with respect to the need for an immediate payment making it necessary to contact the employee who may be away from the office after hours, or other type of absence, it would create an administrative hardship to meet the dead line on the assignment if no means of prompt and efficient communication were available to the employee.

I am authorized by _____ to certify that
(Name of organization)
the facts presented herein with regard to residence telephone service for the employee named above are correct.

Date _____
(Signature)

(Title)

ORDER OF PREFERENCE

A. Service Required for the Discharge of Duties Essential to Government, Public Health and Welfare.

Categories to be accorded preference in obtaining service to the extent required for the proper discharge of duties in connection with Government activities, public health and welfare.

1. Governmental

- (a) Official Army, Navy, Marine Corps and Coast Guard Units and Veterans' Administration.
- (b) Official Federal, State, County and municipal Government services.
- (c) Official agencies of foreign governments.

2. Public Health and Welfare

- (a) Public or private organizations directly serving the public safety, health or welfare, such as: Hospitals, clinics, sanatoria; physicians, surgeons, dentists, nurses, nurses' registries, veterinarians, ambulance services, manufacturers or distributors (wholesale or retail) of drugs, surgical, medical, hospital or dental supplies or equipment; mortuaries, burial service organizations; the American Red Cross and similar agencies.
- (b) Philanthropic and eleemosynary organizations recognized as such by the Bureau of Internal Revenue, including their fund-raising offices; United Service Organizations and other similar organizations; religious establishments and their officiating clergy; Christian Science Practitioners; public and private schools.
- (c) Press associations.
- (d) Newspapers.
- (e) Radio broadcasting stations.
- (f) Public transportation, pipe line companies, all types of public utilities.
- (g) Labor unions having bona fide collective bargaining agreements with business concerns identified above in Section A.

B. Service Required for the Discharge of Duties Essential to Military Production, Reconversion and Employment.

Categories to be accorded preference in obtaining residence service to the extent required for the proper discharge of duties in connection with military production, reconversion and reemployment.

- (a) The hiring of substantial numbers of people.
- (b) The furnishing of material, equipment or facilities under prime or sub-contracts to the armed forces of the U. S. and by suppliers to such prime or subcontractors; the converting of war plants to peacetime operations; and the reestablishing under the same ownership of businesses which were obliged to close during the war because of lack of materials or manpower or because of wartime regulations; persons (such as engineers, architects, contractors, chemists, lawyers and accountants) who perform special services for these activities or for public works projects.
- (c) The production and wholesale distribution of fuel, lumber, other construction materials, construction equipment and mining equipment; mining operations and mining engineers.
- (d) The maintaining or servicing of equipment essential to the following: the armed forces, production for the armed forces or conversion from such production, public works projects, public transportation, public utilities, pipe line companies, mining operations, producers of fuel, lumber, other construction materials, construction equipment and mining equipment.
- (e) Food processing, food distribution (wholesale and retail), food storage and production of substantial quantities of food.
- (f) Labor unions having bona fide collective bargaining agreements with business concerns identified above in Section B.